



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 19TH THEATER SUPPORT COMMAND**  
**UNIT #15015**  
**APO AP 96218-5015**

EANC-JA

29 DEC 2004

MEMORANDUM FOR 19<sup>th</sup> TSC Commanders, Staff Principals, CSMs and 1SGs

SUBJECT: Command Policy Letter #38 - Purchase and Presentation of Unit Coins

1. REFERENCES:

- a. AR 600-8-22, Military Awards, 25 Feb 95.
- b. Eighth U.S. Army Suppl 1 to AR 600-8-22, Military Awards, 18 Mar 99.

2. APPLICABILITY: All members of 19<sup>th</sup> Theater Support Command.

3. PURPOSE. To establish the policy within 19<sup>th</sup> Theater Support Command for the purchase and award of unit coins. Presentation of unit coins by Commanders or their CSM/1SG in recognition of excellence to enlisted Soldiers, officers, KATUSA Soldiers, DA and KN civilian employees enhances esprit de corps. This is a cost-effective means to recognize outstanding performance and is authorized by references 1a, b. 19<sup>th</sup> TSC Commanders must ensure they are good stewards of taxpayer dollars when buying coins so that such purchases withstand chain of command and public scrutiny.

4. COINS PURCHASED WITH PERSONAL FUNDS. There are virtually no restrictions on the use of coins purchased with personal funds. Commanders, staff officers, CSMs, 1SGs, and anyone else who feels as though this policy, based on Army regulations and fiscal law, is too restrictive may always use their own personal funds to purchase coins. Such coins may be given out merely as a "thank you" or to build good will. Understandably, stricter rules apply when using taxpayer (APF) or MWR (NAF) money to purchase coins.

5. COINS PURCHASED WITH APPROPRIATED FUNDS (APF).

a. Only LTC/O-5 Commanders and COL/O-6 Commanders may authorize the APF purchase of unit coins for their and their subordinate units. The only other 19<sup>th</sup> TSC leaders authorized to procure coins with APF, with my written approval, are the Deputy Commanding General (CONUS) and the 19<sup>th</sup> TSC CSM.

b. Coins will not be purchased for staff sections or personalized with unit leader names. Units will not purchase different coins for the commander and CSM or 1SG. Any such personalized coins may continue to be presented until supplies are exhausted. Unused coins are unit property and will be turned over to incoming commanders. Commanders may delegate to their senior NCO leader, CSM or 1SG, authority to award unit coins when appropriate.

EANC-JA

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c. Regulatory requirements will be followed when awarding coins as follows:

(1) Awards for Soldiers. Presentation of unit coins purchased with appropriated funds is permissible as a part of an awards program administered in accordance with AR 600-8-22. Coins purchased with APFs can only be presented to Soldiers or units for "excellence in accomplishments or competitions which clearly contribute to the increased effectiveness or efficiency of the military unit." Giving out APF coins to soldiers who are only fulfilling their duties, as gifts, or trading coins with others is inappropriate and violates Army regulations.

(2) Awards for Civilian Employees – KN and DA. APF coins may be given to civilian employees so long as they are used as performance awards and not personal gifts.

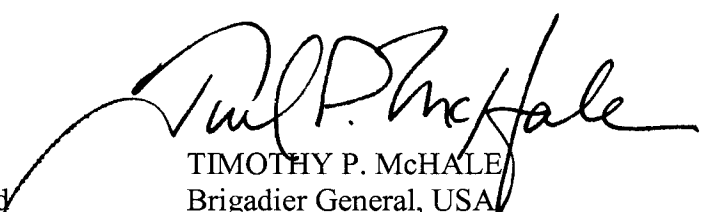
d. I am not imposing any specific quantity restrictions. Rather, I am relying on O-5 and O-6 commanders to make prudent decisions on how many coins are appropriate and to ensure they are used IAW regulations. Document approval or disapproval of coin purchases on the enclosed memorandum. Keep a copy with the unit purchase documents, the approval authority, and provide a copy to the Chief, Internal Review, 19<sup>th</sup> TSC. Coin purchase will be an area of command interest when reviewing your IMPAC purchases and during Command Inspection Program (CIP) inspections.

6. Unit coins will not be purchased with Nonappropriated (NAF) funds or Official Representation Funds (ORF/.0012) without the written approval of the Commanding General, 19<sup>th</sup> TSC.

7. SUPERSESSION. This policy letter supersedes 19<sup>th</sup> TSC Command Policy Letter #38, 27 Nov 02.

8. The point of contact is the 19<sup>th</sup> TSC Staff Judge Advocate, DSN 768-8078.

Encl  
Sample of format for Purchase and  
Presentation of Unit Coins



TIMOTHY P. McHALE  
Brigadier General, USA  
Commanding

DISTRIBUTION:

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**MEMORANDUM DOCUMENTING AUTHORITY TO PURCHASE UNIT COINS**  
**Enclosure to 19<sup>th</sup> TSC Policy on the Purchase and Presentation of Unit Coins**

1. Commander and Unit Requesting Purchase of Coins: \_\_\_\_\_

2. Date of Request: \_\_\_\_\_

3. Number of Coins Requested: \_\_\_\_\_

4. Cost per Coin: \$ \_\_\_\_\_

5. Total Cost: \$ \_\_\_\_\_

6. Briefly state why this number of coins are needed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. O-5 and O-6 commanders approve their own coin purchases, but must approve purchases for subordinate units. The Approval Authority Decision (initial one block) for this request is as follows:

\_\_\_\_\_ The above request to purchase coins is approved.

\_\_\_\_\_ The above request to purchase coins is disapproved.

\_\_\_\_\_ The above request to purchase coins is approved as modified: \_\_\_\_\_

8. Printed rank, name, and unit of Approval Authority: \_\_\_\_\_

9. Date of Action by the Approval Authority: \_\_\_\_\_

**DISTRIBUTION :**

Original Copy: maintain with unit purchase documents (typically IMPAC card)

Copies:

One kept with Approval Authority

One to Chief, Internal Review, 19<sup>th</sup> TSC (EANC-IR)

SAMPLE OF FORMAT

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